2006 FR 900M

Employer's Withholding Tax Booklet

Monthly Returns and Annual Reconciliation

Secure - Accurate - Convenient ...

File Electronically Today! www.cfo.dc.gov/otr



The penalty and interest lines have been deleted from the 2006 forms.

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IMPORTANT

- We encourage you to file and pay electronically. See our web site, www.cfo.dc.gov/otr for details.
 Payments may also be made at any Wachovia Bank in DC.
- Enter whole dollar amounts do not use cents. Round all cents to the nearest dollar.
- If you complete a paper return, mail it and your payment using the address labels in the back of this booklet. The address is: Office of Tax and Revenue, PO Box 96385, Washington DC 20090-6385.
- Mail the Annual Reconciliation and Report FR-900B and any payment to the Office of Tax and Revenue, 6th Floor, 941 North Capitol St NE, Washington DC 20002-4265.
- You must include your Federal Employer Identification Number (FEIN) or Social Security Number (SSN) on all W-2 forms issued to employees from whom you withheld DC taxes.
- Make the check or money order payable to the DC Treasurer. Write your FEIN or SSN, FR-900M or FR-900B and the tax period on your payment.
- \bullet You must file your FR-900M returns and the FR-900B even if you withheld no tax or nothing is due.

Filing Period and Due Dates

Your FR-900M return is due by the 20th day of the month following the month being reported. For example, the January 2006 return is due February 20, 2006.

Who must file?

Every employer who withholds DC income tax from an employee must file a DC Withholding Tax Return. If your liability exceeds \$25,000 in any month, you must file electronically. See www.cfo.dc.gov/otr.

NOTE: If your monthly withholding amount is consistently less than \$100, call the Office of Tax and Revenue (OTR) at (202) 727-4TAX(4829) to change your filing frequency from monthly to annual.

Forms

This booklet has all the forms and instructions you will need to file your returns. It is mailed to each registered taxpayer that does not file

electronically or use a substitute form. You are responsible for filing and paying taxes on time whether or not you receive the forms.

Payments

Write your FEIN or SSN, FR-900M or FR-900B, and the tax year on your check or money order. Make it payable to the DC Treasurer; mail it with your return to: Office of Tax and Revenue, PO Box 96385, Washington, DC 20090-6385. You may pay electronically, see www.cfo.dc.gov/otr. You may also pay at any DC branch of the Wachovia Bank .

Dishonored checks

You will be charged \$65 for any check returned to us.

Submission of Forms W-2

You must send copies of every Form W-2 you issued showing your FEIN or SSN and the amount of DC income tax withheld during the year.

These forms are due by January 31, 2007. Send your Forms W-2 attached to your FR-900B. You may submit magnetic media (CD, floppy, or cartridge only) instead of Forms W-2. Magnetic media filing is mandatory for W-2s in quantities of 50 or more. Your FEIN or SSN must be entered on each Form W-2 issued. Mail Form W-2 magnetic tapes to: Office of Tax and Revenue, ISA, 941 North Capitol St NE FL3, Washington DC 20002-4259.

If sending fewer than 50 paper W-2s:

- Write the employer's name, address and FEIN or SSN on the package.
- Mail the forms W-2 separately from the Form FR-900B (Annual Reconciliation and Report).
- Send the payment of any tax owed with the FR-900B. Attach a statement that the Forms W-2 are being mailed separately.

Penalty and Interest Charges

OTR will charge:

• A penalty of 5% per month if you fail to file a return or pay any

tax due on time. It is computed on the unpaid tax for each month, or fraction of a month, that the return is not filed or the tax is not paid. It may not exceed an amount equal to 25% of the tax due.

- A 20% penalty on that portion of an underpayment of taxes attributable to negligence. Negligence is a failure to make a reasonable attempt to comply with the law or to exercise ordinary and reasonable care in preparing tax returns without the intent to defraud. One indication of negligence is a failure to keep adequate books and records.
- Interest of 10% per year, compounded daily, on a late payment.

Criminal Penalties

You will be penalized if you are required to file a return or report, or perform any act under the provisions of Title 47 of the DC Code and you:

- Fail to file the return or report timely. If convicted, you will be fined not more than \$1,000 or imprisoned for not more than 180 days, or both, for each occurrence.
- Willfully fail to file the return or report timely. If convicted, you will be fined not more than \$5,000 or imprisoned for not more than 180 days, or both.

- Willfully attempt to evade or defeat a tax; or willfully fail to collect, account for, or pay a tax. You may be subject to other penalties (see DC Code §47-4101 and 4102).
- These penalties are in addition to penalties for false statements under DC Code §22-2405 and any other applicable penalties. Corporate officers may be held personally liable for the payment of taxes owed to the District.

Failure to withhold or pay tax

An employer who fails to withhold or pay over to DC withholding taxes is personally liable for the tax.

Preparer Tax Identification Number (PTIN)

A PTIN is issued by the IRS to a paid preparer who applies for one. A PTIN may be used instead of the preparer's SSN.

Form FR-900B — Annual Reconciliation and Report (Dollars only)

Line 1 Enter your total DC income tax withheld during 2006 as shown on the Withholding Statements (W-2s). If you were not required to withhold, leave blank.

Line 2 Enter your total DC income tax withheld and paid to DC during the reporting period on your FR-900M returns.

Line 3 Additional tax due - if Line 1 is more than Line 2, enter the difference on Line 3.

Line 4 Overpayment - If Line 1 is less than line 2, enter the difference on Line 4. If you do not owe other amounts, this is the amount that will be refunded.

NOTE: If your tax liability is not paid timely, we will automatically calculate any penalty and interest you owe from the due date of the return to the date the tax is paid.

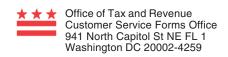
REQUEST FOR WITHHOLDING TAX FORMS

Need more forms? Complete this form and send it to the address shown to the right.

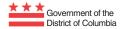
Forms	Number Needed
FORM D-4 Employee's Withholding Allowance Certificate	
FORM D-4A Certificate of Non-Residence in the District of Columbia	

NOTE:

DC Forms D-2 are NO LONGER ISSUED. Use federal Forms W-2.



PRINT YOUR NAME AND MAILING ADDRESS BELOW



2006 FR-900M Employer Withholding Tax — Monthly Return



Fill in if FEIN	Tax Fellod Eliding (MIMDD1111)		06900	3 1 0 0 0 0
Fill in if SSN Business name				
Fill in if this is your first return or if your address Mailing address 1	s changed from your last return	Account Number (p	rovided by OTR)	Fill in if you are not required to file this return again.
				DOLLARS ONLY
Mailing address 2		DC income tax withheld this more	nth \$	00
		Adjustment to a previous month		-00
City	tate Zip Code	this year. Fill ir if minus. 3. Tax Due	\$	00

FR-900M Page 2

Taxpayer name



FEIN/SSN

PLEASE SIGN HERE	Under penalties of law, I declare that, to the best of my Declaration of paid preparer is based on all the information of paid preparer is based on the paid preparer is based on	Date
PAID PREPARER	Preparer's signature (if other than taxpayer)	Date
ONLY	Firm name	

Telephone number of person to contact

Preparer's FEIN, SSN or PTIN

Make check or money order payable to the DC Treasurer. Include your FEIN/SSN, "FR-900M" and tax year on your payment. Mail return and payment to: Office of Tax and Revenue, PO Box 96385, Washington DC 20090-6385.



2006 FR-900B Employer Withholding Tax — Annual Reconciliation and Report

2006 FR-900B P1

Taxpayer Identification Number	Fill in if FEIN	Account	t Number (provided by OTR)		1100		6 9	0 0	0	2 1	0	0 0	0		
	Fill in if SSN	710000111	Trumber (provided by C111)												
Business name															
					Due D	Date	1/31/	2007		DOL	LARS	ONLY	,		
Mailing address line 1				4 50:											
walling address line 1					ncome tax year per V		a							-	00
Mailing address line 2				paid	I withholdi to DC this	year or	1								00
					tional Tax										00
City		State	Zip Code	(if Lin	e 1 is mor	e than L	ine 2)								UU
					oayment e 1 is less	than Lin	e 2)								00
				Mail this r	eturn sepa	rately fro	m your m	onthly ret	urn. This	return is	due Janu	ary 31, 2	007 or within	1	

thirty (30) days of your final payroll. Attach Forms W-2 to this form.

FR-900B Page 2

Taxpayer name



FEIN/SSN

PLEASE SIGN HERE	Under penalties of law, I declare that, to the best of my knowledge on all the information available to the preparer. Taxpayer's signature	e, this return is correct. Declaration of pa	id preparer is based Date
PAID PREPARER ONLY			Date
ONEI	Firm address		

Telephone number of person to contact

Preparer's FEIN, SSN or PTIN

Make check or money order payable to the DC Treasurer. Include your FEIN/SSN, "FR-900B" and tax year on your payment. Mail return and payment to: Office of Tax and Revenue, PO Box 96385, Washington DC 20090-6385.

FR-900B PAGE 3 Attach to and mail with pages 1 and 2

Taxpayer name

FEIN/SSN

0 6 9 0 0 0 2

		Employer's DC withholding	ng tax reconciliation
	Date Paid	Tax Paid	Explanation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total	for the year		

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EMPLOYER'S MONTHLY WITHHOLDING RECORD

DC INCOME TAX WITHHELD	(WITHHELD		DATEPAID
RECONCILIATION	IATION		
(a) Payroll Tax Paid	(b) Tax per W-2s	9	Difference (Block a minus Block b)